

VIRTUAL COMMUNICATION AND COLLABORATION



LIVE VIRTUAL
TRAINING



مؤسسة الكويت للتقدم العلمي
Kuwait Foundation for the Advancement of Sciences

RADIATING KNOWLEDGE

Organized by:



leoron.com

Ben DOBBS

ILM Level 7 Diploma



Academically, Ben is educated to MA level. He is a member of the professional associations Dublin Chamber of Commerce, the ILM (Institute of Leadership and Management) and IATEFL (International Association of Teachers of English as a Foreign Language). Ben has also completed his training as an executive coach with the ILM (level 7 diploma).

Ben is also a frequent conference presenter, talking recently in the Czech Republic, Poland, Malta, the UAE, Ireland and the UK on issues of business, communication, coaching and training. Ben has previously worked with the University of Birmingham (UK), being responsible for development of case study materials, and Saint Petersburg State University (Russian Federation) where he ran a programme of training and coaching for academic writers.

Ben has also written a number of published articles on matters of communication, teams, leadership and training.

Ben is Head of Practice of Behavioral Skills at Leoron PDI and a leadership and communications trainer and executive coach originally from York in the UK; with a vast international exposure and experience.

During his career so far, he has worked with around 70 different nationalities in the Middle East and Gulf region, and in Europe with course participants from major high market capital companies (such as Lebara, Siemens, Mobily, Société Générale, Nestle, GE, Statoil, BP, Premier Farnell, GDF Suez, Schneider Electric, Commercial Bank of Kuwait and Dolphin Energy), universities, business schools, hospitals and the military services of several countries (including the UAE Army and the Royal Air Force of Oman).

Moreover, Ben specializes in intensive training courses and is particularly interested in communications (interpersonal and intercultural), business functions (including presenting, negotiating and working virtually), coaching and leadership and teams in diverse environments, real and virtual teams, and working in often ambiguous global contexts. He has recently delivered leadership, team, interpersonal and intercultural skills training in Saudi Arabia, the UAE, Oman, Russia, China and Switzerland.

Professionally, Ben enjoys creating and devising engaging and practical intensive courses to meet the differing needs of participants and seeing his trainees and find their own unique paths to success through training and coaching.

LEORON'S CLIENTS



ABOUT LEORON

Built upon the strong experience in the manufacturing sector, which the founders developed in Sweden during the 90's global expansion, LEORON evolved into a comprehensive training institute, offering training and development solutions in all strategic corporate functions, including corporate finance, HR, SCM, operations, and engineering. With strategic distribution of our offices in leading locations, such as Dubai, Riyadh, Jonkoping, Skopje, Accra, and Almaty, our team of experts delivers approximately 500 courses annually, and roughly 10000 professionals are equipped with appropriate education and the latest insights in a wide assortment of industries across the EMEA region. LEORON's mission is to help our worldwide clients boost their competitiveness by improving the competency levels of their employees, through top quality training and development solutions delivered by unrivaled global experts and facilitated by the best training managers in the industry. Whether our clients are facing difficulties re-organizing their brand, equipping their workforce with an extra set of skills or aiming to assess competencies within an existing structure, our development planning is a great solution.

Yours truly,
Arben Jusufi, General Manager
LEORON Professional Development Institute

BENEFITS OF LIVE VIRTUAL TRAINING



SIMPLE SET-UP – easy registration through email



INTERACTIVE - Live video interaction among participants and instructors. In-built chat to exchange messages individually or with the group.



ENGAGING - Knowledge retention with in-session Activities



LIVE BROADCASTING - Students see PowerPoint slides in a split-screen to follow along with the instructor.



COURSE CONTENT SHARING - Learning materials and additional reading resources, case studies and exercises available for all participants as PDF.



CONVENIENCE - Attendees can join training sessions from their mobile or desktop device.



TECH SUPPORT – dedicated host to ensure that everything runs smoothly

VENUE/DETAILS:

Kuwait City



LIVE VIRTUAL TRAINING



Email: training@kfas.org.kw

Phone: +965 99852169

Venue: Kuwait

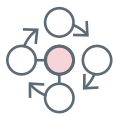
Program Dates: June 03-04, 2020

Timings: 4hrs each day



COURSE OVERVIEW

This intensive two-day course will provide attendees with the right knowledge, skills and mindset they need to manage and lead highly performing virtual / remote teams.



TRAINING METHODOLOGY

The course will include:

- Trainer input
- Individual, pair and group work
- Profilers and questionnaires
- Case study analysis
- Roleplays
- Simulations
- Presentations
- Controlled discussions
- Video and audio tasks
- Co-coaching
- Games and gamified tasks
- Reflection, peer feedback and trainer feedback
- Personal action planning



WHO SHOULD ATTEND

The course is aimed at anyone who needs to lead virtual and remote teams.





LEARNING OUTCOMES

This course will have the following benefits and outcomes for attendees:

- Understanding what virtual teams are, how they form, what dysfunctions they may experience and what makes remote teams highly performing.
- Being able to lead and manage virtually.
- Understanding virtual communication and being able to handle e-mail, virtual presentations, video conference and conference calls effectively.
- Engagement in case studies of virtual teams, a range of virtual team building games and a final, summative project simulation all followed by reflection and feedback.
- Formation of personal action plans and golden rules for application of the training in real life.

COURSE DETAILS

 Delivery type	Group live
 Prerequisites	None
 Level	Intermediate to Advanced

DAY 1

Introductions and Group Dynamic Tasks

Course Objectives

Virtual Teams:

- What is a virtual team?
- Setting objectives
- The pros and cons of virtual teams
- What makes highly performing virtual team?
- Building trust in virtual teams
- Handling conflict in virtual teams
- Formation of virtual teams
- Dysfunctions of virtual teams and overcoming them
- Virtual team roles

Leading Virtually:

- Virtual leadership vs. virtual management
- Effective virtual leadership
- Planning, allocating and delegating tasks virtually
- Using KPIs

Virtual Team Building Games

DAY 2

What is virtual communication?

Assessing Virtual Communication Video Case Studies

E-mailing

- Etiquette, diplomacy, tone and politeness
- Effective e-mailing
- Avoiding “flaming”
- E-mailing game

Virtual Presentations

- What makes an effective virtual presentation?
- Engaging your audience virtually
- Delivering a virtual presentation

Conference Calls and Video Conferences

- Best practice, guidelines, rules and etiquette for conference calls and video conferences
- Conference call roleplay

Virtual Project Simulation (Bringing Everything Together)

- Simulation briefing
- Conducting the simulation
- Presenting the results
- Feedback and reflections

Golden rules

Personal action planning

VIRTUAL COMMUNICATION AND COLLABORATION

LIKE A COURSE WE OFFER?

For Your Company: Why Choose our **LIVE VIRTUAL TRAINING** option as **IN-HOUSE**?

We have implemented our live distance learning to stretch your learning experience past the boundaries of time and location - **the presentation is interactive**, and the training goes in **“real time”** | Courses are **conducted live at a scheduled time throughout a week**, mimicking our public courses in content and quality | By logging to a virtual classroom, students participate in an interactive course, using our audio-visual e-learning platform. **Physical attendance is not required**; thus all study materials, exams, and technical support are available online | Our blended learning approach **combines virtual classroom methods with online activities** to form an integrated instructional approach.

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